



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	CRIMINAL INTELLIGENCE ANALYST
3	Posting Number	PN #105075
4	Department	HOUSTON POLICE
5	Division	CRIME ANALYSIS
6	Section	N/A
7	Reporting Location	1200 TRAVIS, 19 TH FLOOR*
8	Workdays & Hours	MONDAY – FRIDAY, 8:00 A.M. –4:00 P.M.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Perform research to respond to request for analysis information. Accurately record information for communication to requestor. Identify crime patterns. Determine links between criminals, crimes, and relationships between criminals and crime groups. Operate pertinent databases, personal computers, and related computer software. Analyze raw data and produce accurate and meaningful reports and leads to investigators. Communicate and interact with investigators regarding research and analytical needs pertinent to their investigations.	
10	<u>WORKING CONDITIONS</u> There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate’s degree in Criminal Justice, Public Administration, Business Administration, Social Science or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years of related experience in a law enforcement agency are required. A Bachelor’s degree in Criminal Justice, Public Administration, Business Administration, Social Science or a closely related field may be substituted for the education requirement and two (2) years of the experience requirement. Two (2) years of professional investigative experience in a law enforcement agency may be substituted for the education requirement.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None.	
14	<u>PREFERENCES</u> None.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 20</div> <div>\$1,151.00 - \$1,574.00 Biweekly \$29,926.00 - \$40,924.00 Annually</div>	
18	<u>OPENING DATE</u>	June 8, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496. An equal opportunity employer	